



Job Announcement Grants Management Officer

The California Institute for Regenerative Medicine (CIRM) is the state agency established under the California Stem Cell Research and Cures Act which provides \$3B in funding for stem cell research at California universities and research institutions. CIRM's role is to administer grants and loans for stem cell research, research facilities and other important stem cell opportunities.

Under the general direction of the Director of Scientific Activities at the CIRM, the Grants Management Officer (GMO) will be responsible for developing and supervising a Grants Management Team within CIRM. The incumbent will report to the Director of Scientific Activities of CIRM, and will oversee, direct and facilitate the grants management functions of the institute to ensure accurate reporting of financial and programmatic activities funded by the institute through awards such as grants and loans. The fundamental role of the grants management staff is to complement the scientific and technical knowledge of scientific officers with expertise in the business and other non-programmatic areas of grants administration. Grants management staff helps ensure that required laws, regulations and established policies are fulfilled, serves as the central point for receipt and processing of all grant applications and related documents and maintains all official files and documentation on grants and applications submitted to CIRM. In particular, grants management staff ensures that grants are awarded, administered and terminated in accordance with established policies and procedures.

Qualifications:

- A Bachelors or Masters degree in Business Administration, Accounting or a related field.
- Experience in managing or directing an office of research administration or similar research-related administrative program.
- Demonstrated skill in management and financial analysis.
- Knowledge of accounting principles and practices.
- Knowledge of grants management policies, practices and information technology applications to track and manage grants, financial forecasting and reporting.
- Familiarity with NIH policies, OMB circulars and California State regulations.
- Demonstrated experience in formulating and implementing policies and procedures.
- Ability to monitor and apply regulations related to research grants and other awards.
- Demonstrated leadership skills to build, manage and motivate a team.
- Ability to design and implement effective workflow processes and procedures.
- Demonstrated ability to simultaneously manage multiple, complex projects in varying stages of development under time pressure.
- Demonstrated excellent organizational skills and the ability to plan and act independently on projects with minimal supervision, creating and meeting deadlines.
- Excellent written, oral and interpersonal communication skills.
- Comprehensive analytical, strategic thinking and problem solving skills.
- High level of competency with Microsoft Office.
- Ability to work positively and effectively with persons possessing high degrees of scientific, medical and technical knowledge within large complex groups.



- Ability to work in a fast-paced environment.
- Ability to work independently and with initiative.

Desirable Qualifications

- Five or more years experience in managing or directing an office of research administration or similar research-related administrative program.
- Knowledge of information technology for grants management systems.
- Experience in developing an electronic grants management system.
- Administrative experience with an organization involved in awarding grants.

Salary Range

The annual salary range is \$90,000-\$135,000 with a very competitive benefits package offered through the State of California. Salary will be commensurate with the candidate's skills, knowledge and experience.

The position is open until filled.

HOW TO APPLY: Interested candidates please submit:

- Cover letter
- CV/Resume
- California State application (STD. 678) which can be obtained from our website at <http://www.cirm.ca.gov/jobs/> to:

jobs@cirm.ca.gov or CIRM Search, 210 King Street San Francisco, CA 94107.

CIRM is an Equal Opportunity Employer and particularly welcomes applications from under-represented minorities and women.